



Gmail, Updated 3/9/2020, by SThacker

## Quick Guide: Setting up a Gmail Account

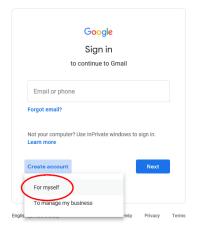
**Instructions for:** Creating a free Gmail email account

What you need: Internet connection

**Recommended for:** Anyone that doesn't currently have an active email account.

**Important Note:** All fields marked with an \*asterisk are required.

- 1. Go to the web address http://www.gmail.com
- 2. Click on the Create New Account link and select "For myself".



- 3. Clicking the link will bring you to the Create Google Account page. You will input your information on this page.
- 4. Input your first and last name.
- 5. Create your Google username, which will appear in the following format: username@gmail.com
- 6. Choose your password. Your password must be at least eight characters in length and can include numbers, letters, and periods.
- 7. Confirm your password, then proceed to fill in the rest of your personal details.
- 8. Type in the verification code, then check the terms of services agreement box and click Next Step.
- 9. Congratulations! You have successfully created an email account through Gmail